

ARMD Associate Administrator's (AA) Awards

Nomination, Evaluation, and Selection Guidelines

*Coordinated by
Aeronautics Research Mission Directorate (ARMD)
Integration and Management Office (IMO)*

National Aeronautics and Space Administration (NASA)
Washington, D.C.

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I. PURPOSE

The Associate Administrator (AA) Awards will be presented each year to individuals and groups who contribute to Aeronautics Research Mission Directorate (ARMD) activities and who demonstrate exemplary performance in one of five areas of consideration: Technology and Innovation; Leadership and Management Excellence; Program and Mission Support; High Potentials Award; and, Strategic Partnerships.

The awards are intended to recognize essential contributions of one part of the ARMD team. The awards will be given to employees, contractors and students/interns that have shown exemplary performance, both in approach and results, in the award categories below.

II. AWARD CATEGORIES

The Associate Administrator (AA) Awards highlight key areas of focus for ARMD and provide a vehicle to recognize distinguished teams or individuals for their outstanding contributions to the primary goals and objectives of the ARMD mission.

The Aeronautics Research Mission Directorate Award categories are:

- **Technology and Innovation** – Exemplary performance by an individual or group that results in significant unique or innovative technical research concepts and technologies that position ARMD, NASA, and the aeronautics community and industry for success in addressing national challenges. This category would also include test and evaluation contributions.
- **Leadership and Management Excellence** – Exemplary performance by an individual in leading and managing people in the formulation and accomplishment of disciplined research in the field of aeronautics, demonstrating leadership qualities that invite collaboration and foster dedication to team excellence. Leaders of ARMD-related research activities take action to allow others to grow and foster a sense of pride and accomplishment in achieving the mission of ARMD.
- **Program and Mission Support** – Exemplary performance by an individual or group to provide non-technical mission support to aeronautics research programs, projects, and related activities that significantly improves and streamlines the efficiency and effectiveness of operations. This could be in functions typically associated with the NASA Mission Support Directorate (procurement, HR, policy/evaluation, etc.), or other support activities such as resources management, IT, legal counsel, communications, education, legislative affairs, administrative support, etc. These efforts enable the successful completion and advancement of significant program goals that otherwise may not have been achieved without such support.
- **High Potentials Award** – Exemplary performance by an individual student, intern, or someone in the first 5 years of their federal service career that have made significant contributions to the advancement of aeronautics research and that have clearly demonstrated high potential in their abilities and skills in the areas of Science, Technology, Engineering, and/or Math. They have actively and positively contributed to addressing technical challenges and to the overall the mission of NASA.
- **Strategic Partnerships** – Exemplary performance by an individual to establish or strengthen strategic partnerships with non-NASA entities which leverage emerging capabilities within the U.S. and abroad to significantly impact and advance the achievement of aeronautics research and development goals and objectives, generate robust and timely knowledge transfer, and strengthen trust and credibility with U.S. and foreign partners. For example, these efforts could result in significantly increased quality of NASA Research Announcements or other collaborative agreements.

III. ELIGIBILITY/FREQUENCY

All NASA civil servants and contractors engaged with ARMD projects are eligible to apply or be nominated for all award categories, except the *High Potentials* category, which is limited per the award category description above.

Individual nominees will be accepted for all categories. Groups may be nominated for *Technical and Innovation* and the *Program and Mission Support* categories only.

Nominations may be submitted by employees, supervisors, contractors, subordinates, and peers. All nominations must be cleared in writing by the nominee's immediate supervisor on the nomination form.

Frequency

The AA awards will be given annually. Awards will be given for both individual and group/team submissions. The number of awards granted per year to individuals or groups will be determined based on the number and strength of the nominations submitted.

IV. NOMINATION PROCESS – Submission Guidelines

The ARMD Headquarters offices and all NASA Field Centers participating in the Mission Directorate Programs will nominate candidates for the ARMD AA Awards. [Nominations should be for accomplishments during the previous fiscal year, with the nomination write-up clearly identifying the approach, accomplishments, and impact for which the nomination is being made.](#) Award nominations can only be submitted for one category. Submitting the same nomination for multiple categories is not allowed.

Any ARMD employee, supervisor, or contractor may submit a nomination. Nominations may be submitted for individuals, event/project specific groups, or teams. Students and/or interns, they may be nominated by their mentor, supervisor, or any ARMD employee or intern. Self-nominations are allowed. **All nominations must be cleared by the nominee's immediate supervisor on the nomination form.**

Nominations will be submitted to the Awards Coordinator at ARMD Headquarters no later than **December 13, 2013**. Upon receipt, all nominations will be recorded, compiled and sent for panel review.

Submission Guidelines

The nomination must be submitted electronically with a signature (signed, scanned, faxed or e-mailed) using the attached nomination form and within the formatting guidelines. One page; acceptable font is Times New Roman, 12 pt.; and, minimum 1-inch margins, except at the bottom of each page where the margin may be one-half inch. Graphics in the nomination application are not encouraged unless critical for clarity. **Nominations not conforming to these guidelines will not be considered.** [\(See Attachment A, Nomination Form for more details\).](#)

Each nomination should include an overview, which will serve as a citation if the applicant is selected as an award winner (not exceeding 100 words) and a justification not exceeding 750 words that should address the following elements:

Narratives should address the following elements:

- Award Category
 - Describe the accomplishment within the given category (*Technology and Innovation; Leadership and Management Excellence; Program and Mission Support; High Potentials; and, Strategic Partnerships*)
- Impact Statements
 - Describe how the performance/actions taken by the individual or group has resulted in a profound positive impact and benefit to ARMD, its partners, and/or stakeholders.

- Describe how the performance/actions taken by the individual or group has resulted in an outcome that will have an ongoing long-term impact on ARMD, its partners and/or stakeholders.

For group awards, on the nomination submission form, provide a list of team members organized by center/location and in alphabetical order by last name. Include the following information: Last name, First name, Middle initial, Center and Location or Office Name and Location, Company Name (if contractor), Position Status (ARMD FTE, contractor, student, detailee (indicate agency or office), or intern, etc., e-mail, and Phone Number. Include the individual's formal name, as staff would like it to appear on a certificate if selected.

NOTE: Each nomination must be accomplishments during the previous fiscal year with the write-up clearly identifying the approach, accomplishments and impact for which the FY13 nomination is being made. Additionally, each nomination should address how the performance/actions taken by the individual or group have resulted in an outcome that will have an ongoing long-term impact on ARMD, its partners and/or stakeholders.

Additional information is available, in the Nomination, Evaluation and Selection Guidelines, which can be found at http://www.aeronautics.nasa.gov/aa_awards.htm.

V. EVALUATION AND SELECTION PROCESSES

Evaluation Factors

Throughout the nomination and selection processes, several factors will be used to evaluate potential award candidates relative to achievements toward ARMD Program Goals and Objectives:

- Objective – the submission met and adhered to the submission guidelines.
- Relevance – the overall significance of the accomplishments to ARMD goals and objectives.
- Performance – the overall impact and benefit to ARMD, its partners, the aeronautics industry, and other stakeholders.
- Quality – demonstrated sustainability and ongoing long-term impact of the accomplishment.

Scoring Guidelines

Using a competitive scale review process, the Award Panel members will review and develop a numerical ranking for each nomination using personal expertise and judgment, and based on the Evaluation Factors and Guidelines outlined above. Each submission and Factor will be assessed along a competitive scale, from non-competitive to highly competitive, with each Factor receiving a score from zero (0) to ten (10), with ten being the highest.

Non-Competitive (NC) = 0 Less Competitive (LC) = 1-3 Competitive (C) = 4-7
Highly Competitive (HC) = 8-10

These scoring guidelines are provided for reference and assistance in assessment and relative ranking of the nominees. ARMD recognizes that all employee efforts are valuable contributions to the mission of the agency. These guidelines are simply an objective way for raters to score submissions in a consistent manner.

<u>Adjective Description</u>	<u>Performance</u>
Highly Competitive	Exceptional, world-class work or performance
Competitive	Excellent, major advancements; excellent performance
Less Competitive	Very good, important advancements; above average performance

Non-competitive

Good/fair, average advancements; expected performance

This document and competitive ranking scale will be the primary reference for evaluating award nominations. Prior to convening the official panel review meeting, panel members may independently solicit information or feedback on a candidate's performance from the appropriate NASA officials, though not limited to, such as those identified below:

- NASA Headquarters and Center Contracting Officers and Contracting Officer's Technical Representatives.
- NASA Headquarters and Center program or project personnel with knowledge of the nominee's performance.
- Other government agencies, offices, or partners with knowledge of the nominee's performance.

However, though outside advice may be sought and obtained, Award-competitive information will not be revealed outside the NASA teams and panelists evaluating the nominations.

Award Panel Review

The panel review members will consist of ARMD, Center, NASA, and/or other relevant government agency representatives. Each Panelist will review and screen nominations against the Evaluation Factors. The Awards Coordinator will convene a meeting to review and discuss all nominations. Based on the deliberations, the Awards Coordinator will compile the results and notes, and submit by award category and submission type (individual or group), rank ordered recommendations to the Associate Administrator. The AA will then make final selections. The number of awards granted will vary based on the number and strength of nominations.

Confidentiality and Non-Disclosure

Names of nominees, nomination reports, commentary, and scoring and ranking information will be kept confidential, and such information will be available only to those NASA employees and Panelists directly involved in the assessment and evaluation process. All Panel member deliberations, papers, findings, and recommendations will be treated in this confidential manner. Further, all contractor-related information and material will be handled as proprietary to protect contractor interests.

Notification of Award

Upon final selection the Award winners and their supervisors will be notified by the ARMD Associate Administrator.

VI. PROCESS PARTICIPANTS

ARMD Associate Administrator (AA) Award Panelists

The ARMD Deputy Associate Administrator or Integration and Management Office Director will establish the review panels, consisting of senior-level, technically-qualified representatives from ARMD Headquarters and NASA Research Centers, and may include other government agency representatives. The Awards Coordinator will manage the awards process, document the panel deliberations, and provide a final report with results and recommendations to the Associate Administrator. The Associate Administrator for Aeronautics Research will be the selecting official and make the final award decisions based on the results and recommendations of the panel review and submission rankings. Alternate members or designees may also be selected and included.

Consultants

Although they are not members of the Award Panel or the review and evaluation process, other NASA offices or employees involved in ARMD programs may be consulted throughout the evaluation process for relevant input. These NASA Offices may include, but not necessarily limited to, the General

Counsel, the Office of the Inspector General, the Office of Procurement, the Office of Equal Opportunity Programs, and the Office of Small and Disadvantaged Business Utilization.

VII. SCHEDULE

September 2013

- A Call Memo from the ARMD Mission Directorate Associate Administrator (AA) to the Center Directors and Program Directors opens the award cycle.
- Panelists are identified and approved by ARMD DAA/IMO

September–December 2013

- Adhering to submission guidelines, nominators prepare nomination documents for submission.

January 2014

- The Award Coordinator sends award submission packages to panelists for review and rating.
- Panelists are provided guidance to evaluate the awards.

February 2014

- The review panel meets to deliberate submissions and to provide rank ordered recommendations to the AA.

March 2014

- The AA makes the final selection of award winners.
- Award winners are notified.
- Award trophies and certificates are ordered.

April–May 2014

- Award winners may submit graphics, write-ups, and video materials in support of the Awards Program Ceremony.
- The ARMD Associate Administrator presents the awards at either the ARMD AA Awards Ceremony or during Center visits by the AA.

VIII. AWARDS

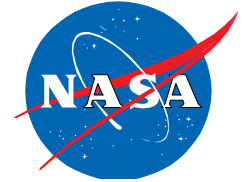
All ARMD FTE's, contractors and students/interns are eligible to apply or be nominated. Students and interns or someone in the first 5 years of federal service are eligible to apply or be nominated for the *ARMD High Potential Award*.

All eligible award recipients, including individual members of groups, will receive:

- A certificate signed by the Associate Administrator
- Moderately sized etched item of recognition

The Associate Administrator for Aeronautics Research will present the Awards at a public gathering.

DEADLINE: Nominations for FY13 should be submitted electronically by December 13, 2013 to: Kimberly Miller at kimberly.s.miller@nasa.gov. Phone: 202-358-0980.



Attachment A ARMD AA Award Nomination Form

AWARD CATEGORIES

- Technology and Innovations
- Leadership and Management Excellence
- Program and Mission Support
- High Potentials
- Strategic Partnerships

Nomination Submission Format

NOTE: Nominations will only be considered for accomplishments completed in the previous fiscal year.

(Please complete and submit the requested information below)

ARMD ASSOCIATE ADMINISTRATOR (AA) AWARD NOMINATION FORM

NOMINEE'S DATA

- A. Indicate ARMD AA Award Category: _____
- B. Name(s) of Nominee(s) (If it is a group or organization nomination, please designate a title for this unit/group and list all group members on separate sheet): _____
- C. Name of Team Lead (If group award): _____
- D. Nominee's Location/Office/Company Name: _____
- E. Phone Number: _____
- F. Email address: _____

NOMINATOR'S DATA

- G. Name of Nominator: _____
- H. Nominator's Location/Office: _____
- I. Phone Number: _____
- J. Email address: _____

Signature of Nominator: _____ **Date:** _____
(All submissions must include a Signature of the Nominator)

Signature of Nominee's Supervisor: _____ **Date:** _____
(Signature of Supervisor is necessary for all nominations)

DEADLINE: Nominations for FY13 should be submitted electronically by December 13, 2014 to: Kimberly Miller at kimberly.s.miller@nasa.gov. Phone: 202-358-0980.

OVERVIEW

This section (response limited to a maximum 5 sentence summary, not exceeding 100 words and a justification not exceeding 750 words) is designed to give a short synopsis of the accomplishment of the individual or group for use during the awards ceremony should the nominee(s) win.

(Provide written overview here)

WRITTEN JUSTIFICATION

Each nomination package will be submitted electronically using the attached Nomination Form and adhere to the following criteria: One page; acceptable font is Times New Roman, 12 pt; and, minimum 1-inch margins, except at the bottom of each page where the margin may be one-half inch. Graphics in the nomination application are not encouraged unless critical for clarity. Nominations not conforming to these guidelines will not be considered. **(See Attachment A, Nomination Form for more details).**

All nominations must be cleared in writing by the nominee's supervisor on the nomination form.

Narratives should address the following elements: *(Specific examples and documentation for each area should be provided.)*

NOTE: Nominations will only be considered for significant accomplishments or milestones/goals completed in the previous fiscal year. Activities may be ongoing, but the accomplishment at the time should be significant and worthy of being recognized. Nominations should address at least the following components:

- Award Category
 - Describe the accomplishment within the given category (*Technology and Innovation; Leadership and Management Excellence; Program and Mission Support; High Potentials; and Strategic Partnerships.*)
- Impact Statements
 - Describe how the performance/actions taken by the individual or group has resulted in a profound positive impact and benefit to ARMD, its partners, and/or stakeholders.
 - Describe how the performance/actions taken by the individual or group has resulted in an outcome that will have an ongoing long-term impact on ARMD, its partners and/or stakeholders.

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(Provide written justification here)